PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y 10017-5592

TO: DISTRIBUTION

DATE: October 22, 1991

FROM: PM USA Legal

SUBJECT: Records Management Questionnaire

The attached questionnaire requests information on the status of the Records Management Program in each department. This information is requested in order to assess the progress of program implementation.

The information that you submit will also be used to prepare a presentation for the Richmond Executive Committee in November 1991. Therefore, it is requested that you complete the questionnaire and return it to Lewis Cummings, Records Management, M/C EW-1 by November 1, 1991.

If you have questions or require clarification of any items on the attached questionnaire, please contact Lewis at extension 5949. Thank you in advance for your attention to this matter.

Attachment

DISTRIBUTION:

Cliff Brown
Doug Crawford
Lewis Cummings
Sherri Davis
Bill Lynch
Mike Morris
Murray Rosenberg
Jerry Ward

c: Barry Case
Steve Darrah
Arthur DeBaugh, Esq.
Witcher Dudley
Bill Goodman
Ken Houghton
Bill Moore
Steve Parrish, Esq.
Bill Taylor
Frank Watson

RECEIVED
OCT 29 1991
BILL LYNCH
SUPERVISOR
RECORDS MANAGEMENT

2043460806

Source: https://www.industrydocuments.ucsf.edu/docs/psvk0000